



State of Utah Retirement Worksheet Agency Access Request Form

Request Type

New (All Sections)
Delete (Sections 1 & 4)
Change (Choose Type of Change)

Type of Change

Role (Sections 1, 2 & 4)
Agency/Org (Sections 1, 3 & 4)
Name (Sections 1 & 4)

Mail or fax completed form to DAS/Finance
Attention: Retirement Worksheet Security
Fax: (801) 538-3244

Section 1 Employee Information

Last Name: First Name: M. I.:
Employee Number: Phone: E-Mail Address:

Section 2 Select Role

Input Access Agency Authorized Officer

Section 3 Agency/Organization Information

You can enter a partial Organization number to limit which Organizations that can be accessed.
0451 will allow you to access only Organization 0451.
045 will allow you to access every Organization starting with 045.
04 will allow you to access every Organization starting with 04.
Blank will allow you to access all Organizations for the selected Agency.

Agency Number & Name: Organization:

Section 4 Authorized Signatures

I understand the retirement worksheet and its data are considered to be private and confidential in nature. It is a breach of security to divulge my login ID and password. Failure to maintain the confidentiality of the data, my logon ID, and my password could result in removal of my access to the system and/or disciplinary action.

User Date Supervisor Date

Section 5 DAS/Finance Approval (For DAS/Finance Only)

Retirement Worksheet Administrator Date